

FIRE FACT NO. 011 CHECKLIST(s): ALL

TITLE : PLAN OF CORRECTIONS

CHECKLIST ITEM(s): ALL

REFERENCE(s):

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Following is a typical chain-of-events that occurs during a Kansas State Fire Marshal inspection cycle. These steps can vary from facility to facility depending on the severity and types of distinctly hazardous conditions to life and property and the facility's willingness and responsiveness to correct the identified conditions.

KSFM INSPECTION OCCURS

- Inspections will be announced in advance.
- Inspector will contact responsible facility representative and conduct entry interview.
- Inspection is conducted.
- Inspector will conduct exit interview discussing deficiencies (if any) discovered. (Copy(s) of itemized inspection findings will be left).

Within 30 Days from Receipt of Inspection Findings

FACILITY DEVELOPS AND SUBMITS PLAN OF CORRECTION (POC).

- Must address each "distinct hazard" noted on inspection findings. Each item shall be responded to with "**what**" action will be used to correct the deficiency.
- Must provide a timetable for "**when**" the deficiency will be corrected.
- **IF THIS INFORMATION IS NOT COMPLETE, PAPERWORK WILL BE RETURNED TO THE FACILITY.**
- May provide equivalent or enhanced protection in-lieu of strict compliance, but must include proper documentation before KSFM can evaluate.
- May request exemption of requirements if request meets statutory provisions, extreme financial hardship (see KSA 31-140).

Within 21 Days of KSFM Receipt of PLAN OF CORRECTION

KSFM REVIEWS PLAN OF CORRECTION

- If Plan Of Correction **is acceptable**:
 - Acceptance letter mailed to facility.
- If Plan Of Correction **IS NOT acceptable**:
 - Letter of Discussion stating unresolved issues.
 - Negotiations with facility continue until mutually agreeable Plan of Correction and resolution of issues.

Timetable Varies for further follow-up

KSFM FOLLOW-UP INSPECTION CONDUCTED

- Scheduled depending on seriousness of deficiencies.
- To verify Facility compliance with Plan of Correction Timetable.



Kansas State Fire Marshal Prevention Division

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Following is a typical chain-of-events that occurs during a CMS Certification inspection cycle. These steps can vary from facility to facility depending on the severity and types of distinctly hazardous conditions to life and property.

CMS CERTIFICATION INSPECTION

- Inspections will be unannounced.
- Inspector will contact responsible facility representative and conduct entry interview.
- Inspection is conducted.
- Inspector will conduct exit interview discussing deficiencies (if any) discovered.
(Copy(s) of itemized inspection findings will be left).

Within 10 Days from Receipt of Inspection Findings

FACILITY DEVELOPS AND SUBMITS PLAN OF CORRECTION (POC).

- Must address each K-Tag noted on inspection findings.
- Must provide a timetable for correcting.
- Must include "Principles of Documentation".
 1. The corrective action to address the deficiency.
 2. What measures will be implemented or what program changes will be achieved to ensure the deficiency does not recur.
 3. How the corrective action or program will be monitored to ensure the deficiency will not recur.
 4. The date of completion
 5. Signature of authorized person.
- **IF THIS INFORMATION IS NOT COMPLETE, PAPERWORK WILL BE RETURNED TO THE FACILITY.**
- May state issues of disagreement, if any, with Inspector's findings and must provide justification explaining facility position.
- May request waiver of requirements to CMS via KSFM.

Within 30 Days of Inspection of the Facility

KSFM REVIEWS PLAN OF CORRECTION

- Facility must be in substantial compliance with CMS regulations.
 - If Plan Of Correction **is acceptable**:
 - Acceptance letter mailed to facility and CMS.
 - If Plan Of Correction **IS NOT acceptable**:
 - Letter of Discussion stating unresolved issues.
 - Negotiations with facility continue until mutually agreeable Plan of Correction and resolution of issues.
Negotiations do not extend 30day deadline to substantial compliance without CMS waiver acceptance.

Timetable Varies for further follow-up

KSFM FOLLOW-UP INSPECTION CONDUCTED when required by CMS to verify substantial compliance.

- To verify Facility compliance with Plan of Correction Timetable.